

REQUEST FOR QUALIFICATIONS

Frenchman Dam and Reservoir Topographic Survey

INTRODUCTION

The Montana Department of Natural Resources and Conservation (DNRC) is soliciting Statements of Qualifications (SOQ's) from aerial mapping firms capable of performing aerial mapping of the Frenchman Dam and Reservoir. Frenchman Dam is located in northeastern Montana approximately 22-miles north of Saco, Montana. Frenchman Dam is owned by the State of Montana and managed by the State of Montana, Department of Natural Resources and Conservation, State Water Projects Bureau (SWPB.) This project shall consist of aerial survey of the reservoir and dam as indicated by the outline in exhibit 1, which shall here on be referred to as "the reservoir." Aerial survey shall be performed of the reservoir to provide topographic contours with an accuracy level of 2-foot contours (+/- 1-ft.) This project also includes the development of 2-foot contours of the reservoir, which shall be provided to the SWPB in both a hardcopy and digital format compatible with AutoCAD. The aerial mapping is to be conducted in September when the reservoir has been fully drawn down. The work is to be performed under the direction of a professional engineer or surveyor licensed in the State of Montana.

SCOPE OF WORK

The scope of work for this project consists of the following tasks:

Task 1 – Survey Control

Place and survey aerial reference markers for use in aerial survey of the reservoir to an accuracy level which shall provide a 2-foot contour topographic map of the reservoir.

Task 2 – Aerial Photography

Perform aerial survey of the reservoir and dam for mapping purposes.

Task 3 – Topographic Mapping

Develop digital terrain model and 2-foot contours of the reservoir in a program compatible with AutoCAD. The approximate area to be contoured is on the attached map. The contours should be extended upstream to include the 2286 elevation contour.

Products:

1. Orthophotos – Provide digital and hardcopy OrthoPhotos.

Hardcopy Specifications:

- a. Scale: 1-inch = 400 feet
- b. Color: Black & White
- c. Copies: Provide 2 full size sets

Digital Specifications:

- a. Georeferenced Tiff format with .tfw
- b. Separate Tiff files to be edge-matched
- c. Minimum Orthophoto Pixel Resolution = 0.5 feet

- d. Scale: 1-inch = 100-feet
- 2. Digital Terrain Model Data
 - a. DTM model of site for generation of contours including 3-D Breaklines and elevation points in Civil-3D or Land Development Desktop compatible format.
 - b. Digital 2-foot contour map in Civil-3D or Land Development Desktop compatible format with spot elevations including the dam crest, spillway crest, and the reservoir dike crest as a minimum.
 - c. Minimal planimetric data to include spillway, gatehouse, and principal farm buildings on the west side of reservoir.

The total project budget for engineering services to complete this work is approximately \$30,000.

SCHEDULE AND DEADLINE

DNRC desires that the aerial survey be completed in September 2007, and that the other products be delivered by Nov. 30, 2007.

QUALIFICATIONS

Firms desiring to be considered for the work should deliver to DNRC one copy of the information requested below not later than **5:00 p.m., local time, Wednesday, June 13, 2007**. The SOQ must be in DNRC's possession by this time, **not** postmarked, and must include the following information.

1. *Qualifications of the firm and the assigned individuals.* Describe the qualifications and capabilities of the firm and the assigned individuals to perform aerial mapping work.
2. *Related experience of firm and individuals on similar projects.* Describe specialized experience as it relates to performing aerial mapping. At a minimum, the discussion should demonstrate experience necessary to complete the tasks identified in the "Scope of Work" section.
3. *Work Plan or Organization Chart.* Show proposed relationships among key personnel, support staff, and any subcontractors who would participate, identifying which aspects of work each person would perform. Work assignments should correspond to work described in the "Scope of Work" section plus any additional items identified by the Consultant.
4. *Proposed project budget.* Include a summary of the proposed budget for the project.
5. *Office location(s).* Indicate the location of the office(s) from which the work would be performed. If work would be shared between main and branch offices at different locations, indicate office locations and what work would be directed or performed from each office.
6. *Workloads.* Provide information regarding current and projected workloads of the firm or firms involved.

7. *Subcontractors.* Clearly identify any subcontractors and provide general information, resumes, and specific qualifications.

The DNRC may request additional information, clarification, or references at its discretion.

EVALUATION CRITERIA

DNRC will use the following evaluation criteria (in order of relative importance) to rate firms responding to this request.

1. Qualifications and the firm and assigned professional personnel, as it relates to aerial mapping (including subconsultants).
2. Related experience of firm and individuals on similar projects.
3. Capability to meet project time and budget requirements.
4. Present and projected workloads.
5. Recent and current work with the State of Montana.
6. Location of the firm and personnel.

SELECTION PROCESS

All complete SOQ's received will be reviewed and evaluated by a team of State Water Projects Bureau personnel. Based on DNRC's rating of firms responding to this request, DNRC will negotiate a contract with the top ranked firm.

QUESTIONS AND SUBMITTALS

Please address questions and Statements of Qualifications to:

Robert Kingery, PE
Rehabilitation Section Supervisor
State Water Projects Bureau
Department of Natural Resources and Conservation
1424 9th Avenue
PO Box 201601
Helena, Montana 59620-1601

Phone: (406) 444-6790
Email: rkingery@mt.gov

RECEIPT OF STATEMENT OF QUALIFICATIONS AND PUBLIC INSPECTION

Public Information

All information received in response to this Request for Qualifications (RFQ), including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the time for receipt of SOQ's has passed with the following four

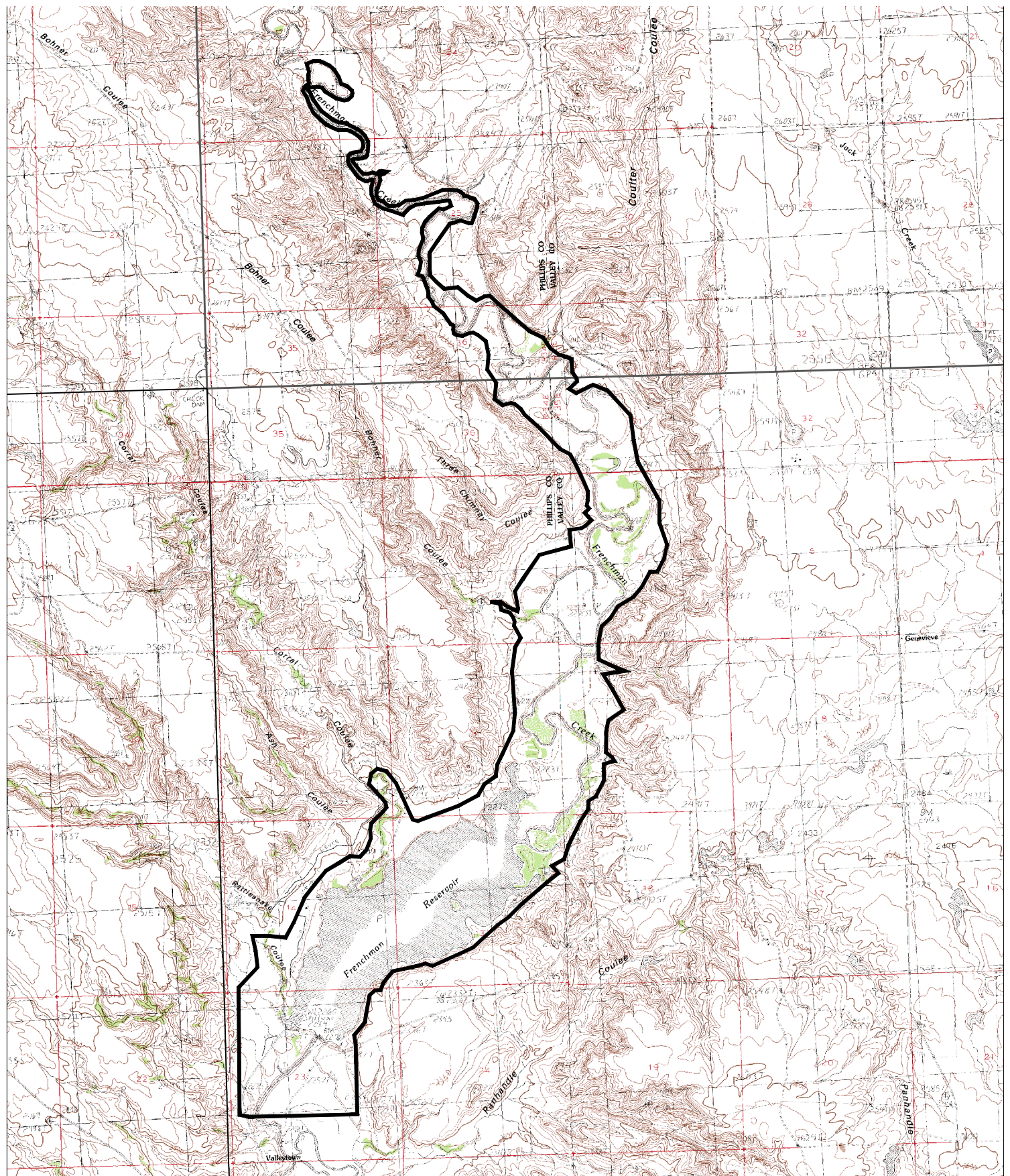
exceptions: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the State; (3) any company financial information requested by the State to determine vendor responsibility, unless prior written consent has been given by the offeror as set out in section 18-4-308, MCA; and (4) other constitutional protections. See Mont. Code Ann. § 18-4-304.

Procurement Officer Review of SOQ's

Upon opening the SOQ's received in response to this RFQ, the procurement officer in charge of the solicitation will review the SOQ's and separate out any information that meets the referenced exceptions in **Public Information Section** above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the SOQ.
- The SOQ does not contain confidential material in the cost or price section.
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim as set out in Title 30, chapter 14, part 4, MCA, is attached to each SOQ containing trade secrets. Counsel must use the State of Montana "Affidavit for Trade Secret Confidentiality" form in requesting the trade secret claim. This affidavit form is available on the General Services Division's website at:
<<http://www.discoveringmontana.com/doa/gsd/css/Resources/Forms.asp>> or by calling (406) 444-2575.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.



Frenchman Aerial Survey - Approximate Boundary

Approximate Area: 3.6 sq. mi.
Scale: 1" = 4,000'